

For: State and County Offices

**Processing Payments Using NPS After Financial Management Modernization
Initiative Readiness (FMMI-R), Release II**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

NPS is a centralized, web-based payment processing application that interfaces with a web-based program application to complete the payment process for the program. As of the release of payment centralization in December 2008, all payments will be processed through NPS regardless of whether the initiating program application is web-based or remains on the System 36/AS 400. With County Release No. 675, NPS will validate funds availability for obligated, accrue, and pay programs against the new electronic Funds Management System (eFMS). Also with this release, all debt related information will be maintained in the National Receipts and Receivables System (NRRS). Receivables and claims will no longer be replicated to and from the System 36/AS 400. State and County Office employees are authorized access to NPS and their roles are established in the security database.

The next web software deployment for NPS includes the following:

- NPS interface with NRRS to determine if debt is due and the application of offsets real time through NRRS
- NPS no longer replicating receivable establishments or offsets to System 36/AS 400
- adding functionality to warehouse payment requests with future issue dates
- NPS modifications to calculate prompt payment interest through the actual disbursement date.

| Disposal Date | Distribution |
|----------------------|--|
| June 1, 2010 | State Offices; State Offices relay to County Offices |

Notice FI-2918

1 Overview (Continued)

B Purpose

This notice provides instructions for using NPS.

C Contact

If there are questions about this notice, County Office shall contact the State Office. State Offices shall contact 1 of the following.

| Issue | Contact |
|---------------------------|---|
| Software-related problems | Contact the National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software. |
| Policies in this notice | Contact 1 of the following: <ul style="list-style-type: none">• Jackie Pickens by:<ul style="list-style-type: none">• e-mail at jackie.pickens@wdc.usda.gov• telephone at 703-305-1310• Nancy Sanders by:<ul style="list-style-type: none">• e-mail at nancy.sanders@kcc.usda.gov• telephone at 816-926-6971• Debbie Simmons by:<ul style="list-style-type: none">• e-mail at debbie.simmons@wdc.usda.gov• telephone at 703-305-1309. |

2 Using NPS in County Offices

A Login to NPS Web Site

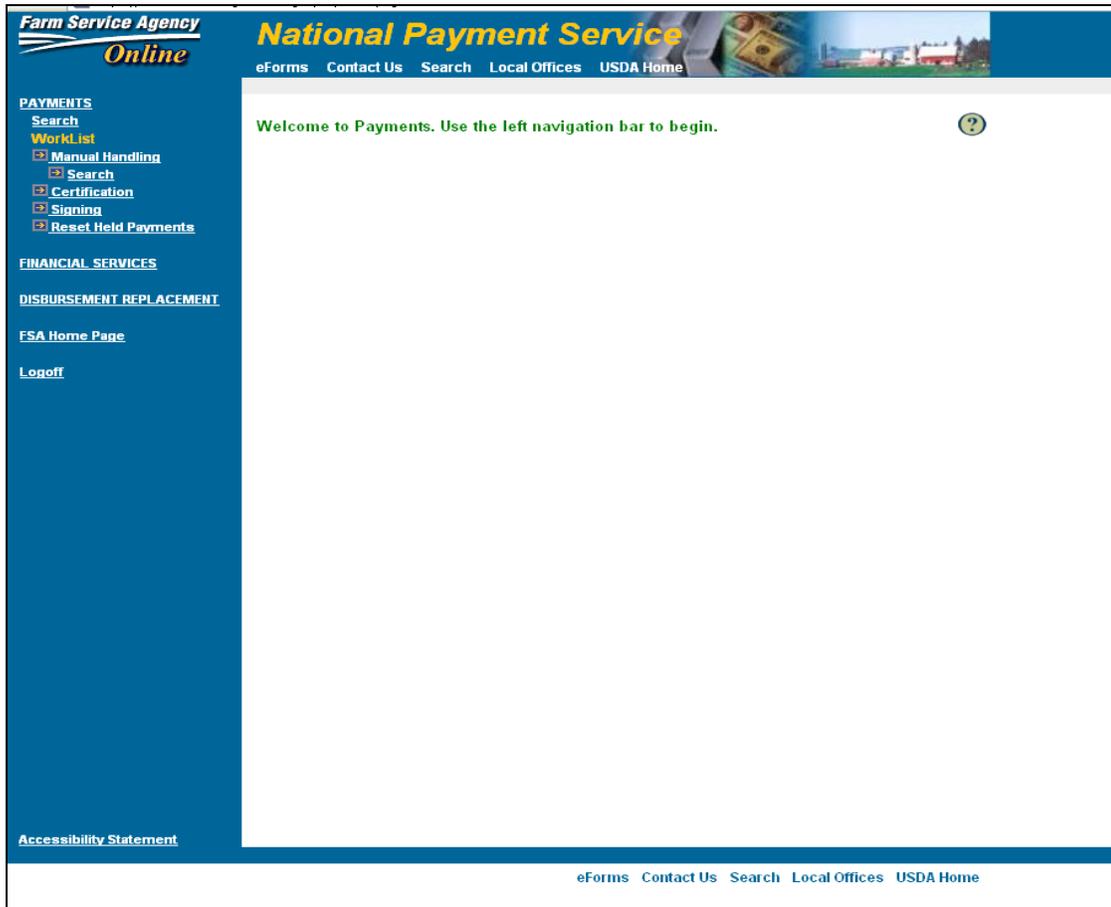
County Office employees **must** have a valid eAuthentication user ID and password to login and an established role by FSA Security to access the NPS web site. To login to the web site from the FSA Intranet Home Page, under “Links”, CLICK “FSA Applications”. Under “Financial Services”, CLICK “Financial Applications”. The FSA Intranet Financial Applications Home Page will be displayed.

Notice FI-2918

2 Using NPS in County Offices

A Login to NPS Web Site (Continued)

CLICK “National Payment Services” and the Warning Screen will be displayed. CLICK “I Agree” and the eAuthentication Login Screen will be displayed. Enter a valid eAuthentication user ID, password, and CLICK “Login” and the NPS Welcome Screen will be displayed.



The worklists displayed on the left side of the screen are determined by the user’s ID security access level. One or more of the following will be displayed:

- Service Center Representative’s Manual Handling Worklist
- Certifying Official’s worklist
- Signing Official’s worklist.

If the user ID has more than 1 role, then the banner on the left side will allow the user to change roles.

Notice FI-2918

2 Using NPS in County Offices (Continued)

B Standard Links in NPS

The following links are standard through the web application to assist users with common functions.

| Button | Function |
|--------------------------|--|
| E-Forms | Link to Government electronic forms. |
| Contact Us | Sends e-mail to the Help Desk. |
| Search | Search for items on the FSA Intranet. |
| Local Offices | Search to locate the local office. |
| USDA Home | Link to USDA's Home Page. |
| Payments | Returns to the NPS Welcome Screen. |
| Search | Allows the user to search for payments from all worklists. |
| WorkList | Worklist choices may include the following dependent on the level of security the user has: <ul style="list-style-type: none">• Manual Handling (Search of Manual Handling)• Certification• Signing• Reset Held Payments. |
| Financial Services | Link to the FSA Financial Services Home Page. |
| Disbursement Replacement | Allows the user to create a non-NPS automated clearing house or check replacement for payments disbursed before December 2008 (payment centralization). See Notice FI-2884. |
| FSA Home Page | Link to the FSA Home Page. |
| Logoff | Allows the user to log off of Financial Services. |

C Online Help

Online help is available throughout the application by clicking the question mark inside the circle on any screen to access online help.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative

A Manual Handling Worklist for Service Center Representative Contents

The Manual Handling Worklist for Service Center representatives contains all payments that have been processed by a web-based program or System 36 application that interfaces to NPS and requires intervention before the payment can be issued. The Manual Handling Worklist provides the capability to process the following, in the order of priority.

- **Prompt payment interest due.** Click the applicable radio button that designates the reason code for the prompt payment interest due. The NPS-calculated prompt payment interest amount may **not** be changed.
- **Foreign person tax withholdings.** If the “Foreign Person” flag is set in the producer profile, or sent as part of the payment information by the interfacing program application, then NPS will display the payment for the Service Center representative to determine whether the payment recipient has filed IRS W-8ECI providing exemption from foreign person tax withholding. If the payment recipient has **not** filed IRS W-8ECI stating the payment recipient is exempt from the tax withholding, then the Service Center representative will apply the withholding. NPS will default to a 30 percent withholding because all countries are currently taxed at 30 percent, but NPS allows this to be overridden to a different percentage in the event that tax laws change. If the payment recipient has filed IRS W-8ECI, or the indicator was sent incorrectly, override the withholding to zero.
- **Receivables.** NPS will interface with NRRS to determine if a producer has any debt. If debt exists and the producer is in bankruptcy, then the receivable will be displayed to allow the Service Center representative to offset as applicable.

Note: If a producer is not in bankruptcy and has debt, NPS will apply the total amount of debt to the payment request automatically at certification. No manual handling will be required.

- **Other agency claims.** If the “Other Agency Claim” flag is set in the producer profile, then the Service Center representative **must** manually enter information for the claim and apply the offset.
- **Alternate Payee.** If the program application determines a program payment will require an alternate payee, then the Service Center representative will manually enter the alternate payee name and address.
- **Reset payment processing.** If the Service Center representative has processed a receivable for a producer in bankruptcy, foreign person tax withholding, prompt payment interest reason code, other agency claim, or alternate payee information and determines that the process was incorrect, then the Service Center representative may reset the payment to the beginning and remove all prior actions taken in NPS before the payment is released for certifying.

Notice FI-2918

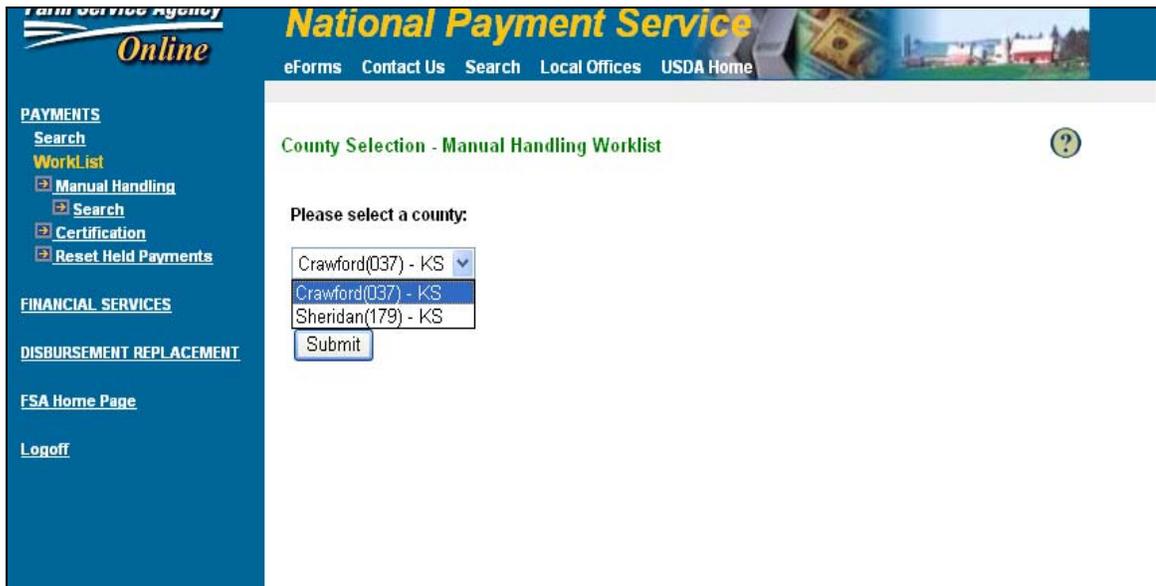
3 Manual Handling Worklist for Service Center Representative (Continued)

B Example of Service Center Representative Manual Handling Worklist

To review the Manual Handling Worklist for a County Office, under “WorkList”, CLICK “Manual Handling”. From the drop-down menu, select which county to view and CLICK “Submit”.

Note: The counties listed in the drop-down menu will depend on the user’s security role.

The following is an example of the County Selection – Manual Handling Worklist Screen.



The screenshot displays the National Payment Service web application interface. The header includes the Farm Service Agency logo, the text "Online", and the main title "National Payment Service". Navigation links for "eForms", "Contact Us", "Search", "Local Offices", and "USDA Home" are visible. The left sidebar contains a menu with sections: "PAYMENTS" (with sub-items: Search, WorkList, Manual Handling, Search, Certification, Reset Held Payments), "FINANCIAL SERVICES", "DISBURSEMENT REPLACEMENT", "FSA Home Page", and "Logoff". The main content area is titled "County Selection - Manual Handling Worklist" and contains the instruction "Please select a county:". Below this is a dropdown menu with three options: "Crawford(037) - KS", "Crawford(037) - KS", and "Sheridan(179) - KS". A "Submit" button is located below the dropdown menu.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

B Example of Service Center Representative Manual Handling Worklist (Continued)

The following is an example of the Service Center representative worklist in NPS on the Manual Handling WorkList Screen. As part of this new release, the Prompt Payment Interest Date (PPI Date) will now be displayed for each payment request.

Farm Service Agency Online **National Payment Service**
eForms Contact Us Search Local Offices USDA Home

PAYMENTS
[Search](#)
[WorkList](#)
[Manual Handling](#)
[Certification](#)
[Reset Held Payments](#)

FINANCIAL SERVICES

DISBURSEMENT REPLACEMENT

[FSA Home Page](#)
[Logout](#)

Manual Handling WorkList

- John Dough** Tax ID:
Program: 05ELDPEWHT Reference / Type: #012345678901 / CE Amount: \$25.00
Payment ID: #8770003 Issue Date: 06-17-2009 PPI Date: 06-30-2009
State / County: KS (20) - Crawford (037)
[Reset Payment Processing](#)
[Prompt Pay](#)
- Jane Dough** Tax ID:
Program: 05ELDPEWHT Reference / Type: #012345678901 / CE Amount: \$150.00
Payment ID: #8843003 Issue Date: 06-17-2009 PPI Date: 06-30-2009
State / County: KS (20) - Crawford (037)
[Reset Payment Processing](#)
[Prompt Pay](#)
- John Dough** Tax ID:
Program: 05ELDPEWHT Reference / Type: #012345678901 / CE Amount: \$24.60
Payment ID: #8854003 Issue Date: 06-17-2009 PPI Date: 06-30-2009
State / County: KS (20) - Crawford (037)
[Reset Payment Processing](#)
[Prompt Pay](#)

Note: In this example, the user ID has authority to serve as a certifying official; therefore, under “WorkList”, “Certification” is displayed. If the user was logging in to NPS to certify payments, the user would CLICK “Certification” to change to the appropriate worklist.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

C Entering Search Criteria to Filter Manual Handling Worklists

The Manual Handling Worklist will display all payments to be processed by the Service Center representative, unless the search criteria option is used. The search criteria option allows the Service Center representative to filter the Manual Handling Worklist, which may make the worklist more manageable during heavy payment cycles.

The search criteria option is available on the left of the screen. Under “Manual Handling”, CLICK “Search”. The following is an example of the Manual Handling WorkList Search Screen.

The screenshot shows the 'National Payment Service' web interface. The header includes the 'Farm Service Agency Online' logo and navigation links for 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. The left sidebar contains a menu with 'PAYMENTS' (Search, WorkList, Manual Handling, Certification, Reset Held Payments), 'FINANCIAL SERVICES', 'DISBURSEMENT REPLACEMENT', 'FSA Home Page', and 'Logout'. The main content area is titled 'Manual Handling WorkList Search' and contains the following search criteria:

- County:** SelectCounty (dropdown)
- Issue Date Range:**
 - Begin:** 07 / 13 / 2009 (MM/DD/YYYY)
 - End:** 07 / 13 / 2009 (MM/DD/YYYY)
- Payment Status:** Select Status (dropdown menu with options: None, Alternate Payee, Foreign Person Tax Withholding, Other Agency Offset, Prompt Pay, Receivable, Prompt Pay Failed)
- Tax ID:** [Text Input]
- Program:** [Radio Button]
- Reference:** [Radio Button]
- Code:** Select Code (dropdown)
- Number:** [Text Input]

A 'Search' button is located below the 'Number' field. At the bottom of the form, there is a 'Payment ID:' field with a 'Search' button.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

C Entering Search Criteria to Filter Manual Handling Worklists (Continued)

The user may select any option, or combination of options, to reduce the size of the Manual Handling Worklist. The options are as follows.

- **Multiple Field Search.** The following fields are available.
 - In the “**County**” field, the drop-down menu will display all counties for which the user has access.
 - In the “**Issue Date Range**” field, select the beginning and ending dates.

Notes: Additional search criteria available within the “**County**” and “**Issue Date Range**” fields include the following:

- “**None**”, which is the default selection
- “**Tax ID**” and “**Type**” to display payments to a particular entity
- “**Program**” to enter the program code that was entered by the initiating application
- “**Reference Code**” and “**Reference Number**” to display payments to a particular reference range of reference number; that is, farm number range or contract number range. Use the drop-down menu to display the types of reference codes.

Enter the applicable fields and CLICK “Search” to complete the search.

- In the “**Payment Status**” field, use the drop-down menu to select 1 of the following:
 - “**Alternate Payee**” to display payments requiring an alternate payee
 - “**Foreign Person Tax Withholding**” to display payments requiring foreign person tax withholding
 - “**Other Agency Offset**” to display payments requiring other agency claim processing
 - “**Prompt Pay**” to display payments requiring prompt payment interest reason codes
 - “**Receivable**” to display payments requiring receivable offset for only producers in bankruptcy

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

C Entering Search Criteria to Filter Manual Handling Worklists (Continued)

- **“Prompt Pay Failed”** to display payments requiring prompt payment interest reason codes after the payment has been signed.

Note: See subparagraph 5 C for additional information on why the prompt pay could fail.

- **Single Field Search.** Users may search for a specific payment. Complete the “Payment ID” field and CLICK “Search”.

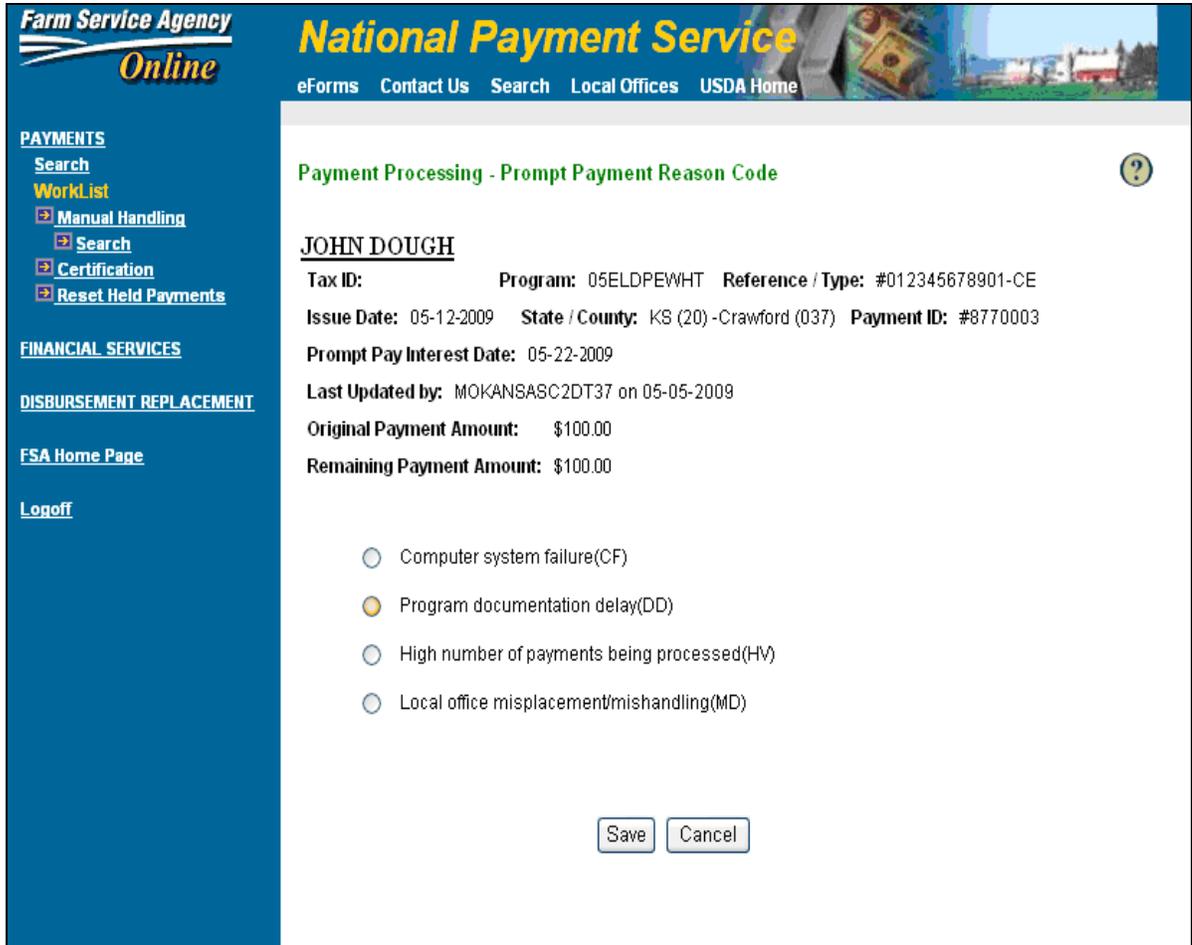
Note: The payment ID number is assigned by NPS and passed back to the initiating program application as part of the payment request confirmation record.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

D Applying Prompt Payment Interest

NPS will determine whether a payment meets the criteria to apply prompt payment interest. If prompt payment interest is required, the payment will be displayed on the Service Center representative's payment worklist to select the appropriate reason code for the late payment. The following is an example of the Payment Processing - Prompt Payment Reason Code Screen.



The screenshot displays the National Payment Service web application interface. The header includes the 'Farm Service Agency Online' logo and the 'National Payment Service' title, with navigation links for eForms, Contact Us, Search, Local Offices, and USDA Home. The left sidebar contains a menu with sections for PAYMENTS, FINANCIAL SERVICES, and DISBURSEMENT REPLACEMENT, along with a Logoff link. The main content area is titled 'Payment Processing - Prompt Payment Reason Code' and shows details for a payment to JOHN DOUGH. The payment information includes Tax ID, Program (05ELDPEWHT), Reference/Type (#012345678901-CE), Issue Date (05-12-2009), State/County (KS (20) -Crawford (037)), and Payment ID (#8770003). It also lists the Prompt Pay Interest Date (05-22-2009), Last Updated by (MOKANSASC2DT37 on 05-05-2009), Original Payment Amount (\$100.00), and Remaining Payment Amount (\$100.00). Below this information are four radio button options for selecting a reason code: Computer system failure(CF), Program documentation delay(DD), High number of payments being processed(HV), and Local office misplacement/mishandling(MD). At the bottom of the form are 'Save' and 'Cancel' buttons.

Farm Service Agency Online
National Payment Service
eForms Contact Us Search Local Offices USDA Home

PAYMENTS
[Search](#)
[Worklist](#)
[Manual Handling](#)
[Search](#)
[Certification](#)
[Reset Held Payments](#)

FINANCIAL SERVICES

DISBURSEMENT REPLACEMENT

[FSA Home Page](#)

[Logoff](#)

Payment Processing - Prompt Payment Reason Code

JOHN DOUGH
Tax ID: Program: 05ELDPEWHT Reference / Type: #012345678901-CE
Issue Date: 05-12-2009 State / County: KS (20) -Crawford (037) Payment ID: #8770003
Prompt Pay Interest Date: 05-22-2009
Last Updated by: MOKANSASC2DT37 on 05-05-2009
Original Payment Amount: \$100.00
Remaining Payment Amount: \$100.00

Computer system failure(CF)
 Program documentation delay(DD)
 High number of payments being processed(HV)
 Local office misplacement/mishandling(MD)

Save Cancel

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

D Applying Prompt Payment Interest (Continued)

NPS will automatically calculate the amount of the prompt payment interest after the payment is signed if it's **not** made by the due date. Prompt payment interest may **not** be overridden. The Service Center representative:

- **must** click the radio button that best describes the reason that the payment was **not** made on time
- may click either of the following:
 - “Save” to complete the process
 - “Cancel” to end processing without saving the changes. The payment is returned to the Service Center representative’s worklist.

Note: See 61-FI for more information on prompt payment interest.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

E Applying Foreign Person Tax Withholding

IRS requires that a foreign person tax be withheld from any payment made to a foreign person. The tax withholding is currently 30 percent for all foreign persons. If the payment recipient is coded as a “foreign person” in the payment profile, the payment will be displayed on the Service Center representative’s worklist. The following is an example of the Payment Processing - Foreign Person Tax Withholding Screen.

Payment Processing - Foreign Person Tax Withholding

John Dough

Tax ID: S Program: TTPP05TOBBPRO Reference / Type: #012345678901-CE
Date Issued: 06-30-2009 State / County: KS (20) -Crawford (037) Payment ID: #5891040
Last Updated by: NR001128 on 06-30-2009

Original Payment Amount: \$1000.00
Prompt Pay Interest Date: 07-15-2009
Interest Rate: 4.5000%
Total Payment Amount: \$1038.01
Remaining Payment Amount: \$1038.01

**** Note: Pre-populated amount is 30% of the total payment amount. ****

Remaining Payment Amount: \$1038.01
Percentage to Withhold: %

Total Foreign Person Withholding: \$311.40
Remaining Payment Amount if Applied: \$726.61

If the foreign person has:

- filed IRS W-8ECI to claim exemption from the foreign person tax withholding, then the Service Center representative shall reduce the percentage to zero and CLICK “Re-calculate”

Notes: Once recalculated, the “Total Foreign Person Withholding” should display “\$0.00”. CLICK “Save” to save the change and return to the Manual Handling Worklist.

- **not** filed IRS W-8ECI to claim exemption from the foreign person tax withholding, apply the 30 percent reduction for tax withholding and CLICK “Save”.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

E Applying Foreign Person Tax Withholding (Continued)

If the foreign person tax withholding is saved and:

- no other special processing is required, the payment will move to the Certifying Official's payment worklist
- other special processing is required, NPS will display the next special processing item for the payment recipient.

Notes: See 62-FI for additional information on foreign person tax withholding and preparing CCC-1042S.

If it is later discovered that a Foreign Person Tax Withholding should not have been taken, CCC cannot make the correction because the funds have been released to IRS. The payment recipient must claim the withheld amount as a tax payment when filing their taxes.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

F Offsetting a Receivable for a Producer in Bankruptcy

For all payment requests, NPS will call NRRS to determine whether the customer has debt. If the payment recipient **is in bankruptcy** and has debt, the payment will be displayed on the Service Center representative's worklist. CLICK "Receivable" to display the payment. The following is an example of the Payment Processing - Receivables Screen.

Farm Service Agency Online National Payment Service
eForms Contact Us Search Local Offices USDA Home

PAYMENTS
Search
WorkList
Manual Handling
Search
Certification
Signing
Reset Held Payments

FINANCIAL SERVICES

DISBURSEMENT REPLACEMENT

FSA Home Page
Logoff

Payment Processing - Receivables ?

JOHN DOUGH
Tax ID: Program: LTA Reference / Type: #12123 -CN
Issue Date: 07-30-2009 State / County: KS (20) -Sheridan (179) Payment ID: #7148556
Prompt Pay Interest Date: 08-29-2009
Last Updated by: NPS:jobScheduler on 07-30-2009
Original Payment Amount: \$1000.00
Remaining Payment Amount: \$1000.00

Note: Customer is in Bankruptcy. Please use caution in applying any offsets.

| Due Date | Program | Receivable # | Debt Amount | Amount to Apply |
|---------------|---------|--------------|-------------|-----------------|
| 1. 07-30-2009 | SETCCC | #110002 | \$5200.00 | \$1000.00 |

Debt Amount: \$5200.00
Amount to Apply: \$1000.00
Remaining Payment Amount if Applied: \$0.00

Save Re-Calculate Cancel

In this example, the payment recipient's full payment amount of \$1,000 is being applied to the debt amount of \$5,200. However, the Service Center representative can adjust the "Amount to Apply" as determined by the customer's bankruptcy terms.

Note: If the customer is **not** in bankruptcy and has debt, NPS will automatically offset the debt at the time of certification and no manual handling step will be required.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

F Offsetting a Receivable for a Producer in Bankruptcy (Continued)

The Service Center representative shall:

- reduce the “Amount to Apply” to zero, if the receivable is **not** to be offset
- reduce the “Amount to Apply”, as determined by the customer’s bankruptcy terms
- offset the full “Amount Available to Apply”, as determined by the customer’s bankruptcy terms.

The Service Center representative may CLICK:

- “Re-Calculate” to update the “Remaining Payment Amount if Applied”
- “Save” to complete the process
- “Cancel” to end processing without saving the changes. The payment will be returned to the Service Center Representative’s worklist.

If the receivable is saved and:

- no other special processing is required, the payment will move to the Certifying Official’s payment worklist
- other special processing is required, NPS will display the next special processing item for the payment recipient.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

G Other Agency Offset

A payment will be offset for an other agency debt, if the “Other Agency” flag is set for the producer profile. The following is an example of the Payment Processing - Other Agency Offset Screen.

The screenshot displays the 'National Payment Service' web interface. The left sidebar contains navigation links for 'PAYMENTS' (Search, Worklist, Manual Handling, Search, Certification, Signing, Reset Held Payments), 'FINANCIAL SERVICES', 'DISBURSEMENT REPLACEMENT', 'FSA Home Page', and 'Logoff'. The main content area is titled 'Payment Processing - Other Agency Offset' and shows details for 'Jane Dough'. The details include: Tax ID: E, Program: 07MILCII, Reference / Type: #000089 - CT, Date Issued: 06-30-2009, State / County: SD (46) - SPINK (115), Payment ID: #6660083, Last Updated by: DC010418 on 06-30-2009, Original Payment Amount: \$406.98, Prompt Pay Interest Date: 07-15-2009, Interest Rate: 5.2500%, Total Payment Amount: \$409.42, and Remaining Payment Amount: \$409.42. Below the details is a section titled 'Add Other Agency Offset To Payment' with a form containing fields for 'Amount To Offset' (with a dollar sign), 'Other Agency Payee Name', 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu set to 'Select One'), and 'Zip'. There are 'Add' and 'Clear' buttons next to the Zip field. At the bottom of the form is a checkbox labeled 'Do not Apply Payment to Debt' and 'Save' and 'Exit' buttons.

Farm Service Agency Online **National Payment Service**
eForms Contact Us Search Local Offices USDA Home

PAYMENTS
Search
Worklist
Manual Handling
Search
Certification
Signing
Reset Held Payments

FINANCIAL SERVICES

DISBURSEMENT REPLACEMENT

[FSA Home Page](#)
[Logoff](#)

Payment Processing - Other Agency Offset

Jane Dough
Tax ID: E Program: 07MILCII Reference / Type: #000089 - CT
Date Issued: 06-30-2009 State / County: SD (46) - SPINK (115) Payment ID: #6660083
Last Updated by: DC010418 on 06-30-2009
Original Payment Amount: \$406.98
Prompt Pay Interest Date: 07-15-2009
Interest Rate: 5.2500%
Total Payment Amount: \$409.42
Remaining Payment Amount: \$409.42

Add Other Agency Offset To Payment

Amount To Offset: \$
Other Agency Payee Name:
Address 1:
Address 2:
City:
State:
Zip:

Do not Apply Payment to Debt

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

G Other Agency Offset (Continued)

To add an other agency offset, the following Payment Processing - Other Agency Offset Screen data **must** be manually entered:

- “**Amount To Offset**” to enter the amount to be applied to the other agency offset
- “**Other Agency Payee Name**” to enter the other agency payee name as it should be displayed for payment
- “**Address 1**” to enter the appropriate other agency address information
- “**Address 2**” to enter the appropriate other agency address information
- “**City**” to enter the appropriate city
- “**State**” to select the appropriate State from the drop-down menu
- “**Zip**” to enter the appropriate ZIP Code.

Click either of the following:

- “Add” to have the other agency offset information entered applied against the payment request
- “Clear” to remove the other agency offset information entered.

Check (✓) “Do not Apply Payment to Debt” if there is **no** offset to be taken.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

G Other Agency Offset (Continued)

The following is an example of the Payment Processing - Other Agency Offset Screen that will be displayed with the offset being applied against the payment request.

Farm Service Agency Online **National Payment Service**
eForms Contact Us Search Local Offices USDA Home

PAYMENTS
Search
WorkList
Manual Handling
Search
Certification
Signing
Reset Held Payments

FINANCIAL SERVICES
DISBURSEMENT REPLACEMENT
ESA Home Page
Logout

Payment Processing - Other Agency Offset

Jane Dough
Tax ID: S State / County: ID (16) -Boise (015)
Program: RFMUL Reference: #12345681 -AC
Payment ID: #7135854 Issue Date: 12-15-2008
Last Updated by: BK056141 on 01-27-2009
Original Payment Amount: \$150.00
Remaining Payment Amount: \$150.00

| | |
|--|-------------|
| 1. Agency Name: USDA-NRCS Offset: \$100.00 | |
| 3101 Farm Road | Edit Remove |
| Suite 211 | |
| Boise, ID 21111 | |

Add Other Agency Offset To Payment

Amount To Offset: \$

Other Agency Payee Name:

Address 1:

Address 2:

City:

State:

Zip:

Do not Apply Payment to Debt

Click 1 of the following:

- “Edit” to edit any of the other agency offset information that was entered
- “Remove” to remove the other agency offset information
- “Save” to apply the other agency offset against the payment
- “Cancel” to **not** apply the other agency offset against the payment.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

H Alternate Payee

Based on individual program necessity, a payment can be flagged by the program application as eligible for alternate payee processing. An alternate payee is someone who is entitled to receive the payment, but is not necessarily the person who earned the program benefit. The following is an example of the Payment Processing - Alternate Payee Screen.

The screenshot displays the 'National Payment Service' web interface. The left sidebar contains navigation links for 'PAYMENTS' (Search, WorkList, Manual Handling, Search, Certification, Reset Held Payments), 'FINANCIAL SERVICES', 'DISBURSEMENT REPLACEMENT', 'FSA Home Page', and 'Logout'. The main content area is titled 'Payment Processing - Alternate Payee' and shows details for 'JOHN DOUGH'. The details include: Tax ID, Program: 05MIPP, Reference / Type: #012345678901-CE, Issue Date: 02-05-2009, State / County: KS (20)-Sheridan (179), Payment ID: #9918024, Prompt Pay Interest Date: 02-17-2009, Last Updated by: RB032293 on 07-21-2009, Original Payment Amount: \$25.00, and Remaining Payment Amount: \$25.00. Below the details is a section titled 'Specify an Alternate Payee for the Payment' with a checkbox for 'Foreign Address' and input fields for 'Alternate Payee Name', 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu currently showing 'Select One'), and 'Zip'. There are 'Clear', 'Save', and 'Cancel' buttons at the bottom of the form.

Farm Service Agency Online **National Payment Service**
eForms Contact Us Search Local Offices USDA Home

PAYMENTS
Search
WorkList
Manual Handling
Search
Certification
Reset Held Payments

FINANCIAL SERVICES

DISBURSEMENT REPLACEMENT

[FSA Home Page](#)

[Logout](#)

Payment Processing - Alternate Payee

JOHN DOUGH
Tax ID: Program: 05MIPP Reference / Type: #012345678901-CE
Issue Date: 02-05-2009 State / County: KS (20)-Sheridan (179) Payment ID: #9918024
Prompt Pay Interest Date: 02-17-2009
Last Updated by: RB032293 on 07-21-2009
Original Payment Amount: \$25.00
Remaining Payment Amount: \$25.00

Specify an Alternate Payee for the Payment

Foreign Address

Alternate Payee Name:

Address 1:

Address 2:

City:

State:

Zip:

Note: As part of this release, the PPI Date has been added to this screen.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

H Alternate Payee (Continued)

To add an alternate payee where the address is **not** foreign, the following Payment Processing - Alternate Payee Screen data **must** be manually entered:

- “**Alternate Payee Name**” to enter the alternate payee name 33 characters or less
- “**Address 1**” to enter the appropriate alternate payee address information
- “**Address 2**” to enter the appropriate alternate payee address information
- “**City**” to enter the appropriate city
- “**State**” to select the appropriate State from the drop-down menu
- “**Zip**” to enter the appropriate ZIP Code.

Click 1 of the following:

- “Clear” to remove the alternate payee information entered
- “Save” to complete the process
- “Exit” to return to the Manual Handling Worklist.

To add an alternate payee where the address **is** foreign, check (✓) “Foreign Address” and manually enter the following data:

- “**Alternate Payee Name**” to enter the alternate payee name 33 characters or less
- “**Address 1**” to enter the appropriate alternate payee address information
- “**Address 2**” to enter the appropriate alternate payee address information
- “**Foreign Address Line**” to enter the appropriate foreign address information.

Note: If the forced check indicator (see subparagraph K) has also been set by the program application, the address information cannot be modified. Users may enter the alternate payee name, but the check will be mailed to the County Office. The County Office will be required to distribute the check once the County Office has determined all necessary actions have been completed.

Notice FI-2918

3 Manual Handling Worklist for Service Center Representative (Continued)

I Resetting Payment Processing

If the Service Center representative determines that special processing was **not** completed correctly, and the payment has **not** been transferred to the Certifying Official's payment worklist, the Service Center representative may CLICK "Reset Payment Processing" to remove all special processing. All special processing will be removed and the payment will remain on the Service Center representative's worklist.

"Reset Payment Processing" can also be used if an accounting flag has been changed since the time the payment was initially processed by the program application. NPS will read the accounting flags in the customer profile when "Reset Payment Processing" is clicked.

J Priority of Special Processing

If a payment requires more than 1 special processing event, NPS will present the special processing in the following order of priority:

- prompt payment interest
- foreign person tax withholding
- other agency claims
- alternate payee.

K Forced Check Indicator

Based on individual program necessity, an option has been included in NPS to have a check made out to the program participant, but mailed to the County Office address. This option, referred to as a forced check indicator, is limited to specific programs and specific circumstances. An example would be where a program participant is scheduled to sign for a loan. The Service Center can prepare the paperwork, request the loan payment, and force the check to be delivered to the Service Center to hand it to the program participant at the time of loan signing.

L Warehoused Payments

Functionality has been added to allow NPS to warehouse payment requests based on the payment issue date submitted by the program application. If the payment issue date is greater than 5 business days from the current date, the payment will be warehoused. Once the issue date becomes 4 business days from the current date, NPS will place the payment request on the appropriate worklist. Warehoused payments should be certified and signed no later than 2 days before the issue date to prevent the accrual of prompt pay interest. If the payment request is certified and signed earlier, NPS will hold it until 2 days before the issue date. Warehoused payment requests can only be viewed by using the "Payment Search" option until placed on a worklist. Warehoused payment requests can be removed from NPS if cancelled by the program application.

Notice FI-2918

4 Worklist for Certifying Official

A Worklist for Certifying Officials Contents

The worklist for Certifying Officials contains all payments that:

- have been processed by the Service Center representative
- do **not** require additional special processing by the Service Center representative for:
 - prompt payment interest
 - foreign person tax withholdings
 - receivables for customers in bankruptcy
 - other agency claims
 - alternate payee information.

Note: The Certifying Official **must** have CCC-392 on file.

B Example of a Certifying Official's Worklist

The County Selection - Certification Worklist will be displayed when the Certifying Official clicks "Certification" from the left side of the screen. This allows the user to select the required county. Multiple counties will be displayed in the drop-down menu, which is determined by the Certifying Official's security access. The Certifying Official may select to see all pending payments, or limit the worklist to a particular tax ID or program code.

The screenshot displays the 'National Payment Service' web application. The header includes the 'Farm Service Agency Online' logo and navigation links for 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. The main content area is titled 'County Selection - Certification Worklist' and contains the following elements:

- A 'Please select a county:' label above a dropdown menu currently showing 'Crawford(037) - KS'.
- A radio button selected for 'None'.
- A radio button for 'Tax ID:' followed by an input field and a 'Type:' dropdown menu set to 'SSN (S)'.
- A radio button for 'Program Code:' followed by an input field.
- A 'Submit' button at the bottom.

The left sidebar contains navigation links under 'PAYMENTS' (Search, WorkList, Manual Handling, Search, Certification, Signing, Reset Held Payments), 'FINANCIAL SERVICES', 'DISBURSEMENT REPLACEMENT', 'FSA Home Page', and 'Logoff'.

Notice FI-2918

4 Worklist for Certifying Official (Continued)

B Example of a Certifying Official's Worklist (Continued)

The following is an example of a Certifying Official's worklist on the Payment Certification WorkList Screen. As part of this release, the PPI Date is now displayed for each payment request. The Certifying Official is signing a payment electronically. The Certifying Official **must** CLICK "Detail" for each payment to be electronically signed.

The screenshot displays the 'National Payment Service' web interface. The header includes the 'Farm Service Agency Online' logo and navigation links for 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. A left-hand navigation menu lists various services: 'PAYMENTS' (Search, WorkList, Manual Handling, Certification, Signing, Reset Held Payments), 'FINANCIAL SERVICES', 'DISBURSEMENT REPLACEMENT', 'FSA Home Page', and 'Logoff'. The main content area is titled 'Payment Certification WorkList' and contains a list of four payment entries for 'JOHN DOUGH'. Each entry includes a 'Detail' link, program information, reference/type, amount, payment ID, issue date, PPI date, and state/county.

| Item | Name | Tax ID | Detail | Program | Reference / Type | Amount | Payment ID | Issue Date | PPI Date | State / County |
|------|------------|--------|------------------------|------------|--------------------|----------|------------|------------|------------|--------------------------|
| 1. | JOHN DOUGH | | Detail | 05ELDPEWHT | #012345678901 - CE | \$100.00 | #8248003 | 02-09-2009 | 02-19-2009 | KS (20) - Crawford (037) |
| 2. | JOHN DOUGH | | Detail | 05ELDPEWHT | #012345678901 - CE | \$50.00 | #8306003 | 02-09-2009 | 02-19-2009 | KS (20) - Crawford (037) |
| 3. | JOHN DOUGH | | Detail | 05ELDPEWHT | #012345678901 - CE | \$16.75 | #8316003 | 02-09-2009 | 02-19-2009 | KS (20) - Crawford (037) |
| 4. | JOHN DOUGH | | Detail | 05ELDPEWHT | #012345678901 - CE | \$22.00 | #8321003 | 02-09-2009 | 02-19-2009 | KS (20) - Crawford (037) |

Notice FI-2918

4 Worklist for Certifying Official (Continued)

C Processing Payments as a Certifying Official

Any special processing by the Service Center representative will be displayed. As part of this release, the PPI Date and Prompt Pay Reason Code (if available) is now displayed for each payment request. The following is an example of the Payment Certification Approval Screen that a Certifying Official will electronically sign.

The screenshot displays the 'National Payment Service' web interface. The header includes the 'Farm Service Agency Online' logo and navigation links for 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. A left sidebar contains menu items for 'PAYMENTS' (Search, WorkList, Manual Handling, Certification, Signing, Reset Held Payments), 'FINANCIAL SERVICES', 'DISBURSEMENT REPLACEMENT', 'FSA Home Page', and 'Logoff'. The main content area is titled 'Payment Certification Approval' and features a help icon. It displays the following information for 'JOHN DOUGH':

- Tax ID: [Redacted]
- Program: 05ELDPPEWHT
- Reference / Type: #012345678901 - CE
- Issue Date: 02-26-2009
- State / County: KS (20) - Crawford (037)
- Payment ID: #10067036
- Prompt Pay Interest Date: 03-09-2009

The 'Transaction Summary' table is as follows:

| | Amount |
|-------------------|---------|
| Original Payment: | \$92.00 |

The 'Disbursement Payee Information' section shows:

| | |
|------------|---------|
| John Dough | \$92.00 |
|------------|---------|

The 'Action' section includes a 'Please Select One:' label and four radio button options:

- Defer
- Approve
- Reset Payment Processing
- Hold for Cancel by Program (this selection forces the program application to cancel the payment)

A 'Submit' button is located at the bottom of the form.

Notice FI-2918

4 Worklist for Certifying Official (Continued)

C Processing Payments as a Certifying Official (Continued)

A Certifying Official may **not** change any of the Service Center representative's special processing. The Certifying Official **must** click the applicable radio button to:

- “Defer” the payment for later processing, which is the default
- “Approve” the payment as being proper, due, and payable as it is
- “Reset Payment Processing” for special processing by a Service Center representative
- “Hold for Cancel by Program” by the initiating web-based program application.

Note: See the applicable program instructions to cancel a payment through the initiating program application.

The Certifying Official **must** click either of the following:

- “Submit” to accept the action and return to the worklist
- “Submit and Continue” to accept the action and move to the next payment on the Certifying Official's worklist.

Notice FI-2918

4 Worklist for Certifying Official (Continued)

D Automatic Receivable Offset

Receivables will no longer be replicated down to the System 36/AS 400 with the implementation of NRRS. At the time the payment is received, NPS will call NRRS to determine whether the payee has any debt. If there is debt and the customer is not in bankruptcy, NRRS will pass a lump sum amount to NPS which will be automatically applied to the payment request at the time of certification. The receivable amount being offset may **not** be changed. The following is an example of how this receivable offset will be displayed on the Payment Certification Approval Screen.

Farm Service Agency Online **National Payment Service**
eForms Contact Us Search Local Offices USDA Home

PAYMENTS
Search
WorkList
Manual Handling
Search
Certification
Signing
Reset Held Payments

FINANCIAL SERVICES

DISBURSEMENT REPLACEMENT

FSA Home Page
Logoff

Payment Certification Approval

JOHN DOUGH
Tax ID: Program: 08ELDPESUN Reference / Type: #012345678901 - CE
Issue Date: 02-07-2009 State / County: KS (20) - Crawford (037) Payment ID: #9942044
Prompt Pay Interest Date: 04-14-2008 Prompt Pay Reason Code: CF

Transaction Summary:

| | Amount |
|---------------------------------|-------------|
| Original Payment: | \$100.00 |
| Foreign Person Tax Withholding: | (-) \$30.00 |
| Receivables: | |
| 1. Receipt #1040935 | (-) \$10.00 |
| 2. Receipt #1040935 | (-) \$12.00 |
| Disbursement Payee Information: | |
| John Dough | \$48.00 |

Action:
Please Select One:
 Defer
 Approve
 Reset Payment Processing
 Hold for Cancel by Program
(this selection forces the program application to cancel the payment)

Submit Submit and Continue >>>

5 **Worklist for Signing Official**

A Worklist for Signing Officials Contents

The worklist for Signing Officials contains all payments that have been electronically signed by a Certifying Official. The Signing Official’s electronic signature is the last step in releasing the payments for disbursement.

The County Selection - Signing Worklist will be displayed when the Signing Official clicks “Signing” from the left side of the screen. This allows the user to select the required county. Multiple counties will be displayed in the drop-down menu, which is determined by the Signing Official’s security access. The Signing Official may select to see all pending payments, or limit the worklist to a particular tax ID or program code.

The screenshot shows the 'National Payment Service' web interface. The header includes the 'Farm Service Agency Online' logo and navigation links for 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. The left sidebar contains a 'PAYMENTS' menu with options like 'Search', 'WorkList', 'Manual Handling', 'Certification', 'Signing', and 'Reset Held Payments'. The main content area is titled 'County Selection - Signing Worklist' and contains a form with the following elements:

- A dropdown menu for 'Please select a county:' with 'Sheridan(179) - KS' selected.
- A radio button for 'None' which is selected.
- A 'Tax ID:' field and a 'Type:' dropdown menu with 'Employee (E)' selected.
- A 'Program Code:' field.
- A 'Submit' button.

Notice FI-2918

5 Worklist for Signing Official (Continued)

B Example of a Signing Official's Worklist

As part of this release, the PPI Date is now displayed for each payment request. The following is an example of a Signing Official's worklist on the Payment Signing Worklist Screen.

The screenshot shows the 'National Payment Service Online' interface. The left sidebar contains navigation links: PAYMENTS (Search, WorkList, Manual Handling, Search, Certification, Signing, Reset Held Payments), FINANCIAL SERVICES, DISBURSEMENT REPLACEMENT, FSA Home Page, and Logoff. The main content area is titled 'Payment Signing WorkList' and displays a single payment entry for JOHN DOUGH. The entry includes the following details: Tax ID, Program (06UPCNSETTLOTH), Reference / Type (# 012345678901 - CE), Amount (\$100.00), Payment ID (#9832006), Issue Date (02-27-2009), PPI Date (02-07-2009), State / County (KS (20) - Sheridan (179)), and Certified By (RB032293 - 07-22-2009). Below these details are three radio button options: 'Receivables: (Y) Other Agency Offset: (N) Alternate Payee: (N)' with sub-options 'Approve', 'Dispute', and 'Defer'. The 'Defer' option is selected. A 'Complete Sign Process' button is located at the bottom of the entry.

C Processing Payments as a Signing Official

The worklist for a Signing Official will display the payments that have been electronically signed by a Certifying Official. The Payment Signing Worklist Screen will display the following:

- payment recipient's name and ID number
- payment program code
- payment reference number, such as contract number, loan number, or farm number
- amount of the payment earned
- payment transaction number
- date of issue
- PPI Date
- State and county issuing the payment
- user ID of the Certifying Official and date certified
- status of offsets for receivables, other agency offsets and alternate payee.

Notice FI-2918

5 Worklist for Signing Official (Continued)

C Processing Payments as a Signing Official (Continued)

The Signing Official **must** click on the applicable radio button to:

- “Approve” the payment for disbursement
- “Dispute” the payment
- “Defer” the payment for later processing, which is the default.

Note: The default is “Defer” rather than “Approve” to mitigate internal control concerns.

When the applicable radio button has been clicked, the Signing Official **must** CLICK “Complete Sign Process” to electronically sign the approved payments for disbursement. Payments that were deferred will remain on the Signing Official’s payment worklist. Payments that were disputed by the Signing Official will be displayed on the Certifying Official’s worklist.

Notes: If the payment request was submitted before the PPI Date but signed after that date and interest is now due, NPS will require the user to input the Prompt Pay Interest Reason Code from the Manual Handling Worklist before the payment is released for disbursement.

If for some reason it is determined a payment requiring a Prompt Pay Interest Reason Code is improper, the County Office can cancel the payment through the originating program application.

NPS will display a list of all payments that were approved or disputed. The Signing Official **must** scroll to the bottom of the page to print the list on a local printer. File the printout in the file labeled “FM-19-1”, and maintain the printout for 2 years.

D Separation of Duties

NPS validates that the separation of duties is applied. If an employee has certified a payment, that payment will **not** display on the signing worklist for that user ID. If there are **not** enough employees in the County Office to abide by the separation of duty requirement, the County Office shall contact the State Office for an authorized State Office signing official to complete the signing process. The State Office signing official shall request any supporting documentation necessary to determine the appropriateness of the payment.

Note: The exception to separation of duties about the approval of expenditure document found in 1-FI, subparagraph 32A, applies to certifying and signing payments in NPS.

6 Reset Held Payments

A Overview

NPS provides users the capability to modify a payment request where “Hold for Cancel by Program” was selected in error.

Note: To modify a held payment, on the left of the screen under “WorkList”, CLICK “Reset Held Payments”.

The following is an example of the Reset Held Payment Search Screen.

Farm Service Agency Online **National Payment Service**
eForms Contact Us Search Local Offices USDA Home

PAYMENTS
Search
WorkList
Manual Handling
Search
Certification
Signing
Reset Held Payments

FINANCIAL SERVICES
DISBURSEMENT REPLACEMENT
FSA Home Page
Logoff

Reset Held Payment Search

Note: Entering a Date Range will ensure the correct payment will be displayed.

County:

Date Range:

Begin: / / (MM/DD/YYYY)

End: / / (MM/DD/YYYY)

None

Tax ID: Type:

Program: (Alpha Code)

Reference:

Code:

Number:

Payment ID:

6 **Reset Held Payments (Continued)**

B Search Criteria Available

Users may complete searches for specific payment requests by completing a multiple field search or by entering the specific payment ID. The options are as follows.

- **Multiple Field Search.** The following fields are available.
 - In the “**County**” field (required), the drop-down menu will display all counties for which the user has access.
 - In the “**Date Range**” field (required), select the beginning and ending dates.

Notes: Additional search criteria available within the “County” and “Date Range” fields include the following:

- “**None**”, which is the default selection
- “**Tax ID**” and “**Type**” to display payments to a particular entity
- “**Program**” to enter the program code that was entered by the initiating application
- “**Reference Code**” and “**Reference Number**” to display payments to a particular reference range of reference number; that is, farm number range or contract number range. Use the drop-down menu to display the types of reference codes.

Enter the applicable fields and CLICK “Search” to complete the search.

- **Single Field Search.** Users may search for a specific payment. Complete the “Payment ID” field and CLICK “Search”.

Note: The payment ID number is assigned by the initiating program application.

Notice FI-2918

6 Reset Held Payments (Continued)

C Resetting “Hold for Cancel by Program” Payment Requests

Payment requests matching the search criteria will be displayed on the Reset Held Payment Search Results Screen.

The screenshot displays the 'National Payment Service' web interface. The header includes the 'Farm Service Agency Online' logo and navigation links for 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. A left-hand navigation menu lists 'PAYMENTS' (Search, WorkList, Manual Handling, Certification, Signing, Reset Held Payments), 'FINANCIAL SERVICES', 'DISBURSEMENT REPLACEMENT', 'FSA Home Page', and 'Logoff'. The main content area is titled 'Reset Held Payment Search Results' and lists two payment requests:

| 1. | JOHN DOUGH | Tax ID: | Reset Payment |
|---|------------|---------|-------------------------------|
| Program: TTPP05TOBBPRO Reference / Type: #012345678901 / CE Amount: \$20.00 | | | |
| Payment ID: #8878050 Issue Date: 05-22-2009 PPI Date: 06-01-2009 | | | |
| State / County: KS (20) - Sheridan (179) | | | |

| 2. | JANE DOUGH | Tax ID: | Reset Payment |
|---|------------|---------|-------------------------------|
| Program: 05ELDPEOATS Reference / Type: #000000012345 / CT Amount: \$20.00 | | | |
| Payment ID: #8878070 Issue Date: 05-22-2009 PPI Date: 06-01-2009 | | | |
| State / County: KS (20) - Sheridan (179) | | | |

As part of this release, the PPI Date is now displayed for each payment request on the search result and reset screens. Verify that the appropriate payment request to be reset is displayed on the Reset Held Payment Search Results Screen and CLICK “Reset Payment” to complete the reset for the selected payment.

6 Reset Held Payments (Continued)

C Resetting “Hold for Cancel by Program” Payment Requests (Continued)

The selected payment will be displayed on the following Payment Processing - Reset Screen.

The screenshot shows the 'National Payment Service' web interface. The left sidebar contains navigation links for 'PAYMENTS' (Search, WorkList, Manual Handling, Certification, Signing, Reset Held Payments), 'FINANCIAL SERVICES', 'DISBURSEMENT REPLACEMENT', 'FSA Home Page', and 'Logout'. The main content area is titled 'Payment Processing - Reset' and displays the following information for 'JOHN DOUGH':

- Tax ID: [Redacted]
- Program: TTPP05TOBBPRO
- Reference / Type: #012345678901 - CE
- Issue Date: 05-22-2009
- State / County: KS (20) -Sheridan (179)
- Payment ID: #8878050
- Prompt Pay Interest Date: 06-01-2009

Below this information is a 'Transaction Summary' table:

| | Amount |
|--|---------|
| Original Payment: | \$20.00 |
| Disbursement Payee Information: | |
| JOHN DOUGH | \$20.00 |

At the bottom of the summary section are two buttons: 'Submit' and 'Cancel'.

Any administrative actions that were taken against the payment before being marked “Held for Cancel by Program” will be displayed.

CLICK “Submit” to process the reset. The payment request will be placed on the appropriate worklist for further processing. Any prior administrative actions will be reset and **must** be completed again. If no additional administrative action is required, the payment request will be placed on the Certification Worklist.

CLICK “Cancel” to leave the payment in “Held for Cancel by Program” status.

Notice FI-2918

7 Entering Search Criteria to Filter Payments

A Overview

The worklist will display all payments to be processed by the Service Center representative, unless the search criteria option is used. The search criteria option allows the Service Center representative to filter the worklist, which may make the worklist more manageable during heavy payment cycles.

B Search Criteria Available

The search criteria option is available on the left of the screen. Under “Payments”, CLICK “Search”. The following is an example of the Payments Search Screen.

Farm Service Agency Online **National Payment Service**
eForms Contact Us Search Local Offices USDA Home

PAYMENTS
Search
WorkList
Manual Handling
Certification
Signing
Reset Held Payments

FINANCIAL SERVICES

DISBURSEMENT REPLACEMENT

FSA Home Page

Logout

Payments Search

**** Note: Search will return the first 50 records only. Entering an Issue Date Range will ensure the correct payments will be displayed. ****

County: SelectCounty

Issue Date Range:
Begin: 07 / 13 / 2009 (MM/DD/YYYY)
End: 07 / 13 / 2009 (MM/DD/YYYY)

Payment Status: Select Status

- None
- Program:
- Tax ID:
- Reference:
- Code:
- Number:

Alternate Payee
Cancel Signed
Cancel Unsigned
Certification Approval
Signing Approval
Foreign Person Tax Withholding
Held For Program
Other Agency Offset
Prompt Pay
Receivable
Signed
Prompt Pay Failed
Warehoused

Search

Payment ID:

Search

Notice FI-2918

7 Entering Search Criteria to Filter Service Center Representative Worklist (Continued)

B Search Criteria Available (Continued)

The user may select any option, or combination of options, to reduce the size of the worklist. The options are as follows.

- **Multiple Field Search.** The following fields are available.
 - In the “**County**” field, the drop-down menu will display all counties for which the user has access.
 - In the “**Issue Date Range**” field, select the beginning and ending dates.
 - In the “**Payment Status**” field, use the drop-down menu to select 1 of the following:
 - “**Alternate Payee**” to display payments requiring alternate payee information
 - “**Cancel Signed**” to display payments that have been signed and then canceled
 - “**Cancel Unsigned**” to display payments that were canceled before signing
 - “**Certification Approval**” to display payments that are ready for certification
 - “**Signing Approval**” to display payments that have been certified and are waiting signing
 - “**Foreign Person Tax Withholding**” to display payments requiring foreign person tax withholding
 - “**Held For Program**” to display payments on hold awaiting action from program application
 - “**Other Agency Offset**” to display payments requiring other agency claim processing
 - “**Prompt Pay**” to display payments requiring prompt payment interest reason codes
 - “**Receivable**” to display payments requiring receivable offset for only producers in bankruptcy
 - “**Signed**” to display payments that have been signed

Notice FI-2918

7 Entering Search Criteria to Filter Service Center Representative Worklist (Continued)

B Search Criteria Available (Continued)

- **“Prompt Pay Failed”** to display payments requiring prompt payment interest reason codes after the payment has been signed.
- **“Warehoused”** to display payments submitted to NPS with issue dates in the future.

Notes: Additional search criteria available within the “County” and “Issue Date Range” fields include the following:

- **“None”**, which is the default selection
- **“Program”** to enter the program code that was entered by the initiating application
- **“Tax ID”** and **“Type”** to display payments to a particular entity
- **“Reference Code”** and **“Reference Number”** to display payments to a particular reference range of reference number; that is, farm number range or contract number range. Use the drop-down menu to display the types of reference codes.

Enter the applicable fields and CLICK “Search” to complete the search.

- **Single Field Search.** Users may search for a specific payment. Complete the “Payment ID” field and CLICK “Search”.

Note: The payment ID number is assigned by the initiating program application.

8 NPS Payment Processing and Disbursement Transaction Statement Printing Centralization

A Treasury Payment Processing

All payments generated through NPS as either ACH or check will be disbursed through Treasury. For payment requests signed in NPS before 3 p.m. c.t., funds will be electronically transferred to the producer’s account 2 business days from the date the request was signed. Payment requests signed after 3 p.m. c.t. will be processed and sent to Treasury the next business day. All checks generated by NPS will be printed by Treasury’s Kansas City facility on Treasury’s check stock. Payment recipients receiving payment by check should expect a slight delay in receiving the check because the information must be transferred to Treasury. All payments processed by NPS, unless otherwise specified by law, will be subject to TOP.

Notice FI-2918

8 NPS Check and Disbursement Transaction Statement Printing Centralization (Continued)

B Financial Services Center (FSC) Disbursement Transaction Statement Printing

FSC will print the disbursement transaction statements and mail the statements to the payment recipient. The statements have been slightly redesigned to provide additional information for the program participant. The program participant will receive a separate statement for each payment request issued on the same day from the same State and County Office. All statements having invalid or incorrect addresses will be returned to the Service Center where the payment originated for corrective action.

C No NPS Transmissions

NPS is online; therefore, no County Office transmission is necessary for NPS-initiated payments.

9 Payment Processing Functions Supported by NPS Without User Intervention

A Payment Processing Functions Not Requiring User Intervention

NPS includes the same payment processing functions that are included in the accounting application on System 36/AS 400. Information for the following payment processing functions is entered in FSA Financial Services and applied to NPS payments without user intervention:

- assignments
- joint payments
- direct deposit elections.

Funds must be available in the eFunds control application if the program is subject to funds control.

B Program Codes for Assignments and Joint Payments

Program applications that have previously been paid through System 36/AS 400 will use a different program code for payment through NPS. If a program was paid through System 36/AS 400 and through NPS, both program codes **must** be entered in FSA Financial Services and the assignment **must** be manually maintained. Assignments for programs that use NPS for payment processing are **not** replicated to System 36/AS 400. Therefore, the amounts applied to NPS assignments are only updated in FSA Financial Services.

10 Additional Guidance

A Processing Producer-Generated eLDP's Through NPS

Online producer-generated payment requests for eLDP's will be certified and signed by Certifying Officers in FSC. If the Certifying Officer in FSC disputes a payment, the payment will be:

- sent electronically to the County Office for review and processing
- displayed on the payment worklist.

A Service Center representative and a Certifying Official in each County Office **must** login to NPS each day to determine whether FSC has disputed an eLDP for a producer administered by the County Office. If eLDP is present, the County Office shall process the payment the same day it is received.

eLDP's will automatically be sent to the County Office for certification and signing, if the producer has a claim or receivable indicator set in the payment profile.

Note: eLDP's will be disputed by FSC if the payment request contains incomplete reporting data.

B Program Specific Training on NPS

Additional training will be provided, along with the applicable program application training as programs migrate to the web environment.